DEVELOPMENT (1945) Department.

Ms. SERIES.

**G.O. No.** 1866.

**Dated** the 11th May 1945.

## [Despatch Abstract.]

ESTABLISHMENT - Industries - Government Trade School, [illegible] - Sanctio
Appointment of an additional lower division clerk

***.

G.O.-1866/11-5-45 Indl. Comm.

C.F. 32 (a).

Industries & Commerce DEPARTMENT.

In re please quote number, date and short title

*Received* ______ *Registered* 25652 D/45

ADDITIONAL UNDER SECRETARY TO GOVERNMENT
21 APR 1945
DEVELOPMENT DEPARTMENT

From (Name) Sri Rao Bahadur N.M. Adyanthaya,
B.Sc.(Edin),
(Designation) Joint Director of Industries
& Commerce,
Post Box ______, (STATION) Madras
*Telegraphic Address* ______

To

The Secretary to Government,
Development Department, Madras.

*No.* 640-C/45, *dated* 23rd April 1935

Sir,

Sub: Establishment - Industrial - Government Trade School, Mangalore - Appointment of additional clerk - Sanction - requested -

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ENCLOSURES ______

SPARE COPIES ______

The Superintendent, Government Trade School, Mangalore reports that he is unable to cope with the increasing work on the clerical side with only one clerk that has been sanctioned for the school. It is a fact that due to war-time conditions, considerable difficulty is experienced in procuring raw materials either locally or at Madras and that this results in a large amount of correspondence between the school and the suppliers before the required materials are received. At present there is only one lower division clerk in the school. The following items of work have to be attended to in the office.

1. Maintenance of accounts and school registers, ( cash book, contingent registers, stock books and other subsidiary registers

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leave accounts of staff, workmen, etc.,

2. Preparation of bills (pay bills, contingent bills, bills to parties for making supply etc.

3. All correspondence between the school and local workshops, firms etc.,

4. Preparation of attendance cards of apprentices.

5. Fortnightly and monthl returns, indents, forecasts.

6. Pay disbursements.

7. Stores.

A statement showing the number of orders received, the number executed and the receipts and expenditure connected with this school is furnished below:

| | No. of orders received. | No. of orders executed. | Receipts. Rs. | Expenditure. Rs. |
|---|---|---|---|---|
| From April 43 to Sep. 43. | 54 | 47 | 5993 | 10,456 |
| ,, Oct. 43 to March 44. | 83 | 56 | 12020 | 14,935 |
| ,, April 44 to Sep. 44. | 109 | 90 | 4455 | 11,489 |
| ,, Oct. 44 to March 45. | 143 | 135 | 13118 | 21,525 |

From the above statement it will be seen that the number of orders received is on the increase. The Superintendent finds it extremely difficult to cope up with the work with the single clerk sanctioned for the school. An additional lower division clerk is therefore necessary.

In the circumstances, I request that the Government may be pleased to sanction the appointment of one lower division clerk on Rs. 30--55 per mensem temporarily for a period of one year from the date of appointment. The expenditure involved will be met from the Savings in the departmental budget or additional provision will be made at the time of Re-appropriation of the Budget Estimate for 1945-46 if found necessary.

M

23/4

for Joint Director of Industries
& Commerce.

s.n.

[illegible]

Hy 11.5.45

## DRAFT FOR APPROVAL.

|  | Date. | Initials. |
|---|---|---|
| When received for fair copying .. | 94 11/5 | [illegible] |
| When copied .. |  |  |
| When examined.. |  |  |
| When signed .. |  |  |
| When despatched. |  |  |

SUBJECT :— Establishment – Industries – Govt. Trade School, Mangalore – Appointment of an additional lower division clerk – Sanctioned.

READ AGAIN _______, dated _______ 19___

" " _______ " _______ 19___

READ *ALSO* :—

No. 25652 D/45 From the Jt. D.I.&C., No. 640 C/45, dated 23.4.1945 — Pp 1-2

" ____ " ____ " ____ " ____ 19___

" ____ " ____ " ____ " ____ 19___

Order ~~Resolution~~ Ms. ~~Rout.~~ No. 1866, dated 11-5-1945

Sanction is accorded to the employment of an additional lower division clerk on Rs. 30-55 p.m. in the Govt. Trade School, Mangalore for a period of one year from the date of appointment.

M. of p. 2 of

2. The D.I.&C. is requested to submit details of work and statistics of orders, correspondence received etc. if ~~[illegible]~~ the continuance of the additional clerk is considered necessary by him on the expiry of the sanction accorded in para 1 above.

Subject to orders.

WJS

[illegible] 12.5.45

To the D.I.&C. 1.5.45

A.G. two copies.

Copy to S.F.

[illegible]

Note

Subject to orders, a draft order is submi overleaf for approval. (It would appear that the work in the School requires more than one clerk to attend to it)

Fin. for acceptance

1.5.45

25-4-45 Fin.

Fin. (E II

Dev. u.o.
25652-D/45-1
2.5.45

The draft order overleaf may be accepted.

CR
2.5.45
4.5.45

WP
7.5.45

Dev. Dept

ASSISTANT
2 - MAY 1945
FINANCE DEPARTMENT

To Addl. U.S.

The draft order overleaf may issue now.

11.5.45

5.45
8.5.45

Fin. u.o. 211 :7 E II-1
7.5.45

ADDITIONAL UNDER SECRETARY TO GOVERNMENT
8 - MAY 1945
DEVELOPMENT DEPARTMENT

2880.

28667-D/45

Issued as G.O. no. 1866 (MS) Dev. d. 11.5.45] p3 above